**REQUISITION #:**

1. **Scope of Work / SERVICES:**

Describe the Contractor’s responsibility in the performance of this contract?

Where will the service be performed (location)?

What is the University’s responsibility in performance of this contract?

Describe the reports or deliverables to be received.

 Describe how reports/deliverables will be delivered.

Who will they be delivered to?

When will they be delivered?

How often/schedule?

1. **Goals** (Detail the result of the project/services being performed):
2. **Objectives** (Identify the objectives to be met):

A.

B.

C.

1. **PERFORMANCE INDICATORS**

The performance of the contract will be measured by

1. **MONITORING PLAN**

Who will be responsible for monitoring the Contractor’s performance?

Contract Manager Name:

E-mail address: Phone #:

Identify the frequency of monitoring: